

STAFFORD COUNTY SCHOOL BOARD

Agenda Consideration

TOPIC: Award of Contract: Cleaning Services - **ITEM NO:** 9E
A.G. Wright Middle, Dixon-Smith
Middle and Anthony Burns
Elementary Schools

PREPARED BY: Andrew Hicks III
Director of Maintenance
and Operations

MEETING: June 20, 2006
May 23, 2006

ACTION DATE: June 2006

André Nougaret
Assistant Superintendent
for Support Services

ACTION REQUESTED BY THE SUPERINTENDENT: That the School Board approve the award of a cleaning contract in the amount of \$399,944.00 to SSC Service Solutions, 1845 Midpark Road Suite 201, Knoxville, TN, 37921, for cleaning services at Dixon-Smith Middle, A.G. Wright Middle and Anthony Burns Elementary Schools.

KEY POINTS:

- As recommended by the recent efficiency study, staff has continued efforts to expand the scope of contracted cleaning services utilized within the district.
- The cleaning services RFP was advertised through the Stafford County Purchasing Department in March 2006. Proposals were received on April 20, 2006. Seven (7) cleaning firms provided proposals. An Evaluation Committee comprised of members from the Maintenance/Operations staff and the School Principals reviewed and scored the proposals: Two (2) cleaning firms were invited to provide a presentation to the Evaluation Committee on May 2, 2006. The committee unanimously selected SSC Service Solutions.
- The Evaluation Committee was impressed with SSC Service Solutions for several reasons:
 1. Excellent references,
 2. Clearly articulated quality control process to include 24/7 on-call contract manager, and
 3. Comprehensive Employee Benefit Plan which should translate into a better quality workforce.
- References were obtained from four (4) other school divisions, to include Spotsylvania County (two high schools). Spotsylvania County will be expanding their scope of services with SSC Service Solutions by two schools in FY07.
- SSC Service Solutions was not the low and responsive bidder. The low bid respondent is presently providing contracted services within our district with performance that can be characterized as "inconsistent" at best. The cost difference between the low bid and SSC Service Solutions is approximately \$86K. The contract amount represents a cost savings of \$170K when compared to projected cost incurred if cleaning services were staffed internally.
- The cost for contracted cleaning services for these three (3) schools was projected to increase by five percent (5%) within proposed FY07 Budget. The proposed change in vendor coupled with a higher percentage of increase yields a shortfall in budgeted funds of \$163K. In concert with the staff recommendation to change service vendors, it is proposed that this shortfall be achieved by reducing existing Maintenance/Operations account lines in FY07.

- Making further reductions to accounts that have already been reduced is not preferred. However, it is anticipated that integrating a second contracted cleaning vendor into daily operations will yield improved “overall” results. If approved, reductions to the following Maintenance/Operations budget lines would need to occur:
 - Uniform Rental,
 - Custodian Overtime,
 - HES Water Maintenance,
 - Custodial Supplies,
 - Custodial Equipment,
 - Furniture Replacement,
 - Flooring Replacement, and
 - Capital Projects (Facility/Grounds).
- Should other funds become available during the year, identified account lines can be replenished at the pleasure of the Board.
- The present contract(s) with our existing cleaning vendor are renewed annually. Each new contract makes provision for an initial contract year with the option to renew annually for two additional years. Price increases are negotiable to a maximum of 5% increase per annum. Contract can be terminated at any time when deemed to be in the best interest of the county.
- On June 8, 2006, staff met with existing cleaning vendor to review key issues from the past school year (all school sites) and to develop a corrective action plan. Staffing and quality assurance are primary concerns to be addressed.

SCHOOL BOARD GOAL: Goal #7 - Provide school environments where teachers are safe to teach and students are safe to learn.

FUNDING SOURCE: Maintenance and Operations 2007 Budget

AUTHORIZATION REFERENCE:
School Board Policy 4-29